

2010	OCTOBER					2010
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Last Day Timesheet Entry: Employee/Timekeeper Correct Exceptions Time Admin 10AM & Midnight Preliminary Calc (No Time) Mail Off-Cycle Checks	2 Time Admin 10AM & Midnight
3 Time Admin 10AM & Midnight	4 Last Day Timesheet Entry: Supervisor Last Day NeoGov Entry (Agencies) Correct Exceptions Time Admin 10AM & Midnight Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	5 Last Day Timesheet Entry: Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Correct Exceptions Time Admin 10AM & Midnight Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	6 DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & Midnight - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 11:45PM	7 DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc 4:30PM	8 Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	9 No Time Admin Absence Mgmt Processing
10 No Time Admin Absence Mgmt Processing & Balance Update	11 Begin Off-Cycle Processing Time Admin 10AM & 6PM	12 Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 6PM	13 Off-Cycle Processing Time Admin 10AM & 6PM Mail On-Cycle Checks	14 Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR) 10:30AM Time Admin 10AM & 6PM	15 PAYDAY Time Admin 10AM & 6PM Confirm Off-Cycle	16

NOTES: Calendar dependent on Governor's decision regarding Columbus Day.

Please note the following permanent changes: 4:30PM Lockout on DoHR/BA Cutoff Day (in effect until the day after Final Calc & Confirm Day; Preliminary Calcs until Final Calc & Confirm Day)

2010	OCTOBER					2010
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16 Time Admin 10AM & 6PM
17 Time Admin 10AM & 6PM	18 <u>Last Day Timesheet Entry: Employee/Timekeeper</u> Correct Exceptions Time Admin 10AM & Midnight Preliminary Calc (No Time) Mail Off-Cycle Checks	19 <u>Last Day Timesheet Entry: Supervisor</u> <u>Last Day NeoGov Entry (Agencies)</u> Correct Exceptions Time Admin 10AM & Midnight Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	20 <u>Last Day Timesheet Entry: Agency Central/Division TL Administrator</u> <u>Last Day HR Entry (Agencies) 4:30PM</u> Correct Exceptions Time Admin 10AM & Midnight Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	21 <u>DoHR/BA CUTOFF DAY</u> NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & Midnight - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 11:45PM	22 <u>DoHR Processing Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc 4:30PM	23 Lockout in Effect No Time Admin
24 Lockout in Effect No Time Admin	25 <u>Final Calc & Confirm Day</u> NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	26 <u>Begin Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM No Time Admin Absence Mgmt Processing & Balance Update	27 <u>Off-Cycle Processing</u> Time Admin 10AM & 6PM Mail On-Cycle Checks	28 <u>Off-Cycle Processing</u> Cutoff for Off-Cycle Actions to PY (DoHR) 10:30AM Time Admin 10AM & 6PM	29 <u>PAYDAY</u> Time Admin 10AM & 6PM Confirm Off-Cycle	30 Time Admin 10AM & 6PM
31 Time Admin 10AM & 6PM	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov

NOTES: Please note the short Off-Cycle processing period.

Please note the following permanent changes: 4:30PM Lockout on DoHR/BA Cutoff Day (in effect until the day after Final Calc & Confirm Day; Preliminary Calcs until Final Calc & Confirm Day